



Torture and Trauma Survivors Service of the NT Inc.

Shop 33 Rapid Creek Business Village, Trower Road, Millner 0810
PO Box 1226, Nightcliff NT 0814
ABN: 50 116 495 405
Tel: (08) 8985 3311 Fax: (08) 8985 3322
Email: reception@melaleuca.org.au
www.melaleuca.org.au

POSITION DESCRIPTION

ALTERNATIVES TO VIOLENCE PROGRAM COORDINATOR

This position aims to build safer communities for families of refugee background, especially through reducing the incidence and impact of domestic and family violence. The program will:

- Raise awareness of domestic and family violence
- Provide specialised 'Alternative to Violence Program' basic, advanced and facilitators training
- Deliver a number of experiential workshops to explore and develop nonviolent alternatives to conflict

It is based on contractual obligations of Melaleuca's funding agreement with the NT Department of Health and Families (DHF). The position is expected to work alongside the Families in Cultural Transition (FICT) and the Tips in Parenting Skills (TIPS) Program, supporting bi-cultural facilitators to run groups for newly-arrived people of refugee background. This role works closely with other members in the Community Development Team and all other Melaleuca Teams under the supervision of the Community Development Team Leader. Ultimate accountability is to the Committee of Management through the Director.

KEY RESPONSIBILITIES

Research and develop a program outline and adapt the Alternatives to Violence Program (AVP) training course to suit the local refugee communities

- Initiate and maintain a reference group to support the development and running of the program.
- Develop a program outline including a timeframe for delivery.
- Consult with community leaders and other community members on family violence issues facing the community, taking gender and age into consideration.
- Develop capacity within the refugee communities to address issues around violence, its impact on individuals and communities and alternatives to violence.
- Develop and document a training approach focusing on legal issues, the impact of violence on individuals and the community and the development of alternatives to violence.
- Evaluate and adjust the AVP approach as needed.

Coordinate the recruitment, training and support of a pool of bilingual/bicultural group facilitators to conduct workshops.

- Recruit suitably-qualified and experienced group facilitators with relevant language skills to conduct groups from the following communities: Sudanese, Liberian, Somalian, Congolese, Burundi and Karen.

- Train bilingual/bicultural group facilitators in conducting groups using the AVP training manual.
- In conjunction with Melaleuca Refugee Centre staff members, bilingual/bicultural group facilitators and other appropriate agencies, identify and recruit participants for the groups.
- Liaise with facilitators and participants regarding suitable times to conduct groups.
- Support the facilitators in organising suitable venues in appropriate locations to run groups.
- Support the facilitators in organising child care for group sessions when necessary.
- Support the facilitators in organising transport.
- Provide support, supervision and on-going training as needed to bilingual/bicultural group facilitators.
- Develop mechanisms for group participants and facilitators to evaluate the workshops and provide feedback on the value of the material and activities covered.

Developing Partnerships

- In conjunction with other Melaleuca Refugee Centre staff members, develop productive partnerships with services throughout Darwin relevant to domestic and family violence.
- Develop and maintain close links with national and international AVP program and other programs interstate which have similar objectives.

Organisational Maintenance

- Work co-operatively as a member of the Melaleuca team.
- Contribute to research into the ongoing needs of survivors of torture and trauma.
- Maintain files and records and fulfil data collection and reporting requirements of Melaleuca Refugee Centre.
- Participate in evaluation of models of intervention and agency planning.
- Attend staff-related meetings, training, team building and other forums where relevant.
- Participate in supervision and debriefing as required.
- Contribute to the development of policy and protocols and adhere to the policies of Melaleuca Refugee Centre.
- Attendance at training courses and conferences as required.
- Administer recruitment of bilingual/bicultural group facilitators.
- Organise and administer hire of venues and child care provision for groups where necessary, including the development of appropriate guidelines for employment of child care workers.
- Participate in the development and delivery of training in collaboration with other staff.
- Advocate on behalf of clients, their families and communities.
- Undertake other duties as required.

SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING SELECTION CRITERIA

Essential:

- Relevant tertiary qualifications in social or behavioural sciences, welfare, education or health.
- Experience in community development, group work and/or community education.
- Understanding of the principles of group work, particularly in a cross cultural context, and experience in conducting groups.
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- Ability to communicate sensitive issues effectively, especially issues related to community and family violence.
- Sensitivity to cultural diversity and understanding how this can affect group dynamics.
- Demonstrated organisational skills.
- Experience in program planning and evaluation.
- Computer literate and able to use Microsoft Office programs.
- High level of written, oral and interpersonal communication skills.
- Current driver's licence.

Desirable:

- Completion of the basics and advanced AVP training and willingness to undertake the facilitator's training.
- Experience in working with refugee communities and/or knowledge of situations in countries from which refugees come.

CONDITIONS**Contract period**

This position is dependent on funding from the NT Department of Health and Families. The contract is current until 31 December 2011 with possible extension, subject to funding.

There will be a probationary period of three months, on satisfactory completion of which there will be formal confirmation of the position. A criminal history check is required.

Hours of work

The position is full-time, 5 days (38 hours) per week. Melaleuca offers flexible working conditions and five weeks annual leave. The position will involve some out-of-hours work in the evenings and weekends for which there will be a time-in-lieu arrangement.

Salary

Salary is negotiable depending on qualifications, experience and demonstrated ability according to the Melaleuca Refugee Centre Certified Agreement 2005, based on the *Social, Community, Home Care and Disability Services Industry Award 2010* Grade 5 (\$48,547.20-\$50,963.12) plus district allowance. A salary sacrifice arrangement is available.

HOW TO APPLY

Applications must be in writing and must address the selection criteria. Please include details of at least two referees. Enquiries, please telephone Louise Weber on (08) 8985 3311.

Applications should be addressed to:

The Chairperson
Melaleuca Refugee Centre
PO Box 1226
NIGHTCLIFF NT 0814

Your application may be mailed to the above address, hand-delivered to Shop 33, Rapid Creek Business Village, 48 Trower Road, Millner, or

- faxed to (08) 8985 3322
- or emailed to reception@melaleuca.org.au

Applications close COB Thursday 30 September 2010.